

|             |             |                        |                          |
|-------------|-------------|------------------------|--------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT     |
| Harbour IT  | 12 Oct 2026 | 12 Oct 2026, 06:36 UTC | fabrikam.onmicrosoft.com |

Everything collected about the mailbox leo.harrison@fabrikam.example.

Needs attention

0

Nothing to do

Size

28.2 GB

57% of 49.5 GB

Others with access

Nobody else

Can open or send from it

Forwarding and rules

1 inbox rule

Protocols

1 older protocol allowed

Phones and tablets

None

Sync this mailbox

Needs attention 0

Nothing needs attention.

Mailbox 6

| Detail   | Value                         |
|----------|-------------------------------|
| Address  | leo.harrison@fabrikam.example |
| Type     | User mailbox                  |
| Alias    | leo.harrison                  |
| Account  | Leo Harrison                  |
| Sign-in  | Allowed                       |
| Licensed | Yes                           |

## Size and growth 4

| Detail                    | Value                    |
|---------------------------|--------------------------|
| Size                      | 28.2 GB of 49.5 GB (57%) |
| Items                     | 67,604                   |
| Recoverable deleted items | 1.4 GB                   |
| Stops sending at          | 49.5 GB                  |

## Size by month 2

The last collection of each month.

| Month   | Size    | Change  |
|---------|---------|---------|
| 2026-10 | 28.2 GB | +3.7 GB |
| 2026-09 | 24.5 GB | –       |

## Forwarding and inbox rules 1

| Detail                     | Value |
|----------------------------|-------|
| Forwarding set by an admin | None  |

## Inbox rules 1

| Rule        | Enabled | What it does                               | Why it stands out |
|-------------|---------|--------------------------------------------|-------------------|
| Newsletters | Yes     | sender has newsletter: move to Newsletters | –                 |

## Who can open or send from it 1

| Note                                                    |
|---------------------------------------------------------|
| No one else has full access, send as or send on behalf. |

## Protocols and settings 5

| Detail                       | Value |
|------------------------------|-------|
| Older protocols allowed      | POP   |
| Mailbox auditing             | On    |
| Hidden from the address book | No    |
| Archive                      | Off   |
| Litigation hold              | Off   |

## Automatic reply 1

| Note                                   |
|----------------------------------------|
| No automatic reply is on or scheduled. |

## Phones and tablets syncing it 1

| Note                                   |
|----------------------------------------|
| No phone or tablet syncs this mailbox. |

## Email activity 1

| Detail              | Value                   |
|---------------------|-------------------------|
| Last email activity | 8 Oct 2026 (4 days ago) |

## History 0

|                          |
|--------------------------|
| No changes recorded yet. |
|--------------------------|

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 12 Oct 2026, 06:36 UTC.